

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 06-13 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** 13 September 2006

LAST DATE FOR FILING APPLICATION IS: 4 October 2006 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

()	Architect	(X)	Engineer – Mechanical/HVAC
(X)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **WSC0701**

PROJECT TITLE: **Student Center HVAC Rooftop Unit & Radiant Panel System Replacement**

PROJECT LOCATION: **Worcester State College – 486 Chandler Street, Worcester, MA**

APPROPRIATION SOURCE: **College Operating Funds**

AVAILABLE AMOUNT: **\$2,075,000**

ESTIMATED CONSTRUCTION COST: **\$2,000,000**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

X	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7,	40,000	
()	§38G(a)		dollars
X	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7,	<u>7.5%</u>	
()	§38G(a), based on the approved estimated construction cost in the certified study.		per cent

IMMEDIATE SERVICES AUTHORIZED:

X CERTIFIABLE BUILDING STUDY
()

OTHER:
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As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

X SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
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X DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
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X CONSTRUCTION PLANS AND SPECIFICATIONS
()

X ADMINISTRATION OF CONSTRUCTION CONTRACT
()

OTHER:
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MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

APPROPRIATION LANGUAGE:

Funding for this four year project will be provided through the College's general operating funds.

GENERAL SCOPE OF WORK:

The Worcester State College Student Center is a 71,476 sq. ft. building constructed in 1978. The original HVAC system utilized a radiant heating and cooling ceiling system along with (4) rooftop HVAC units. The College requires an engineering study which will determine how to best replace the existing rooftop units and the radiant panel system. The goal of the project would be to completely remove the radiant ceiling system and resize the rooftop units to handle the complete heating & cooling loads. The rooftop units would be equipped with hot water heating coils and dx-cooling coils. Piping and ductwork modifications throughout the building would be required. Based on the studies findings, each of the rooftop unit replacements would be designed and constructed as an individual project. The implementation and construction of the study results will take place over the course of four fiscal years.

GENERAL CONDITIONS OF THIS CONTRACT:

Study Contract

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer's Services--Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

Design Contract

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Form C-2 Contract for Designer's Services, or its successor, without revisions or modifications.

DCAM Procedures

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 (http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

Construction Specifications

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

Workshops

Worcester State College and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

Environmental and other supplemental services

Worcester State College reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

Cost Estimating

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf, and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

Building Commissioning

Worcester State College may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with the College's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

CONDITIONS FOR APPLICATION:

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.

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|------------------------------------|--|
| 1. Mechanical/HVAC Engineer | 6. Specifications Writer |
| 2. Electrical Engineer | 7. Cost Estimator |
| 3. Structural Engineer | 8. |
| 4. Architect | 9. Specifications Writer (independent consultant required) |
| 5. Plumbing Engineer | 10. Cost Estimator (independent consultant required) |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

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|---|---|
| 1. Study and design of similar mechanical system upgrades in existing buildings | 3. Study, design, and construction management of HVAC projects in occupied higher education buildings |
| 2. Design of radiant cooling systems | |

APPLICANTS PLEASE NOTE

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at http://www.mass.gov/cam/forms/fi_dselectboard.html.

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, will be rejected as non-compliant and will not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.